Weekly Update
Week of July 3, 2017

Subject: Finalizing Open Year-End Purchase Orders
Audience: Procurement Directors, Finance Directors

This is a reminder that agencies have until Monday, July 17, 2017 to finalize any open Year-End Purchase Orders (PO) using the options below:

- **Reduce** the PO by the amount that has been invoiced.
- **Delete** the Line Item at the Line Item Level. You will receive the red X in SRM and the trashcan icon in ECC if no transactions were processed.
- **Carry Forward** the PO Line Item into FY 2018.

Click here for more information about the above options.

Before completing any of the above options, POs that have a status of Saved or Error in Process and those with a hard-stop error must be resolved so that the status is Ordered. Click here for instructions on how to display those POs.

The following chart may be helpful for resolving some of the most common PO errors with a status of Error in Process:

Error	Reason	Solution
Annual budget exceeded, grant has expired, etc.	Account assignment error	Work with your agency's FI Team
Supplier not permitted	CG's office has blocked the vendor	Contact Cheryl Spann at 803-734-2532
Encumbrance remains after POs deleted at Header Level	Deleting at the Header Level is not a SCEIS recommended process at this time	Always delete the PO Line Items at the Line Item Level so that the red X appears in SRM and the trashcan icon appears in ECC

If you have questions about this information, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: http://www.sceis.sc.gov/requests/.